

## IV-DT Descriptor Tables

The titles for most of the codes contained in CALSTARS are maintained in the Descriptor Tables. In addition to serving as a means of storing titles, the table also serves as the master list of all valid codes contained in the system. Each time a code is entered (whether as a part of an accounting transaction or as a part of a table maintenance transaction), a validation test called an "edit" is automatically made to ensure that the code is present in the Descriptor Tables. Failure to find the code results in an error.

### STRUCTURE

The Descriptor Table is comprised of 39 sub-tables. Each sub-table is identified by a code from D01 through D54. The records in each table contain two data elements: a control key and informational elements. The control key consists of a 1-letter table type, which is always 'D' for 'descriptor' followed by a 2-digit Table ID Number and the variable length Table Entry Key. The informational data are composed of two items: Reference Data (if required), and Title for the table record.

Descriptor Tables are subdivided into statewide and agency level tables. Statewide Tables are not accessible by agencies. Examples of statewide tables are the Organization (D01) and Fund (D22) tables. These tables are primarily derived from the *Uniform Codes Manual* (UCM) and are maintained by the Department of Finance (DOF) CALSTARS staff. Exhibit IV-DT-1 designates statewide tables by the ORG CODE shown as **0000**. Agency Descriptor Tables are controlled and maintained by each agency depending upon their needs.

Listed below are all the sub-tables contained in the Descriptor Table as well as a short description of each:

- ✧ **D01 Organization** -- contains the 4-digit statewide Organization codes (from the *Uniform Codes Manual*) and the Organization titles that identify the state agencies.
- ✧ **D02 Section** -- contains the 6-digit control key (consisting of Organization and Section codes) and the Section titles that reflect the first level of an agency's organizational hierarchy.
- ✧ **D03 Sub-Section** -- contains the 8-digit control key (consisting of Organization, Section and Sub-Section codes) and the Sub-Section titles that reflect the organizational breakdown of Section.
- ✧ **D04 Unit** -- contains the 10-digit control key (consisting of Organization, Section, Sub-Section and Unit codes) and the Unit titles that reflect the organizational breakdown of Sub-Section.

- ✧ **D05 Sub-Unit** -- contains the 12-digit control key (consisting of Organization, Section, Sub-Section, Unit and Sub-Unit codes) and the Sub-Unit titles that reflect the organizational breakdown of Unit.
- ✧ **D06 Sub-Sub-Unit** -- contains the 14-digit control key (consisting of Organization, Section, Sub-Section, Unit, Sub-Unit and Sub-Sub-Unit) and the Sub-Sub-Unit titles that reflect the organizational breakdown of Sub-Unit.
- ✧ **D09 Category** -- contains the 1-digit statewide Category codes (from the *Uniform Codes Manual*) and the category titles that identify general types of expenditures.
- ✧ **D10 Category/Object** -- contains the 3-digit statewide control key consisting of Category and Object (from the *Uniform Codes Manual*) and the Object titles that reflect the details within each Category.
- ✧ **D11 Object Detail** -- contains the 3-digit statewide Object Detail codes (from the *Uniform Codes Manual*) and the Object Detail titles. Each Object Detail code also references the Category, Object and the Reportable Payment Indicator.
- ✧ **D12 Agency Object** -- contains the 9-digit control key (consisting of Organization, Object Detail and Agency Object codes) and the Agency Object titles that reflect a lower level of Object Detail available to the agencies.
- ✧ **D15 Program** -- contains the 6-digit control key (consisting of Organization and Program codes) and the agency Program titles.
- ✧ **D16 Element** -- contains the 8-digit control key (consisting of Organization, Program and Element codes) and the Element titles that reflect the programmatic breakdown of agency Programs.
- ✧ **D17 Component** -- contains the 11-digit control key (consisting of Organization, Program, Element and Component codes) and the Component titles that reflect the programmatic breakdown of agency Elements.
- ✧ **D18 Task** -- contains the 14-digit control key (consisting of Organization, Program, Element, Component and Task codes) and the Task titles that reflect the programmatic breakdown of agency Components.
- ✧ **D19 PCA Level 1** -- contains the 9-character control key (consisting of Organization and PCA Level 1 codes) and the PCA Level 1 titles.
- ✧ **D20 Funding Source** -- contains the 1-letter statewide Funding Source codes (from the *Uniform Codes Manual*) and the Funding Source titles that identify the fund sources associated with statewide Funds (D22).
- ✧ **D21 GAAP Fund** -- contains the 1-letter statewide Generally Accepted Accounting Practices (GAAP) Fund codes (from the *Uniform Codes Manual*) and the GAAP Fund titles that identify the types of funds recommended by the National Council on Government Accounting.

EXHIBIT IV-DT-1  
DESCRIPTOR TABLE INPUT CODING INSTRUCTIONS

Descriptor Table Name	Table ID No.	Org Code	Key Length	Key Type <sup>2/</sup>	Table Entry Key	Reference Data	Title
Fund	22	0000 <sup>1/</sup>	4	N	Fund <sup>3/</sup>	1-char GAAP Fund Type <sup>3/</sup> 1-char Funding Source <sup>3/</sup> 1-char <u>Shared Fund Ind.</u> : S - Shared Fund T - Shared Federal Trust N - Non-shared Fund M - Non-shared Fed Fund F - Federal Trust Fund 1-char <u>State Appropriation Limit</u> (SAL) Code (Required for all) E - Excluded I - Included O - Always excluded	Fund Title
Fund Detail	23	Org Code	6 (4) (2)	N B	Fund <sup>3/</sup> Fund Detail	1-digit <u>Allotment Control Ind.</u> : 0 - Fund Level 1 - Fund Detail Level <sup>5/</sup> 1-digit <u>Approp. Control Ind.</u> : 0 - Fund Level 1 - Fund Detail Level <sup>4/5/</sup> 1-digit <u>Cash Control Ind.</u> : 0 - Fund Level 1 - Fund Detail Level <sup>4/</sup> 1-digit <u>Grant/Proj. Control Ind.</u> : 0 - Fund Level 1 - Fund Detail Level <sup>5/</sup> 3-digit <u>SCO Sub Fund Number</u> (Approp. Cntrl Ind. must be 1) 12-digit <u>CalATERS Vendor</u> <u>Number/Suffix</u> (only allowed for Fund 0998)	Fund Detail Title
Character	24	0000 <sup>1/</sup>	1	N	Character <sup>3/</sup>	None	Character Title

EXHIBIT IV-DT-1  
DESCRIPTOR TABLE INPUT CODING INSTRUCTIONS

Descriptor Table Name	Table ID No.	Org Code	Key Length	Key Type <sup>2/</sup>	Table Entry Key	Reference Data	Title
Method	25	0000 <sup>1/</sup>	1	N	Method <sup>3/</sup>	None	Method Title
Reference	26	Org Code	3	N	Reference	None	Reference Title
Sequence	27	Org Code	2	N	Sequence (table not used)	Not applicable	Not applicable
General Ledger Account	31	0000 <sup>1/</sup>	4	N	General Ledger Acct <sup>3/</sup>	1-letter <u>Dr/Cr Indicator</u> : D - Debit C - Credit 1-digit <u>Close Indicator</u> : 0 - Budgetary 1 - Real Account (bal. not closed at YE ) 2 - Nominal Account (bal. closes at YE)	General Ledger Account Title
Subsidiary	32	Org Code	12 (4) (8)	N N	General Ledger Acct <sup>3/</sup> Subsidiary Account	None	Subsidiary Title
Receipt Source	33	0000 <sup>1/</sup>	6	N	Receipt Source <sup>3/</sup>	4-digit General Ledger Acct. <sup>3/</sup> <i>1<sup>st</sup> posting:</i> 1-digit <u>Summary Appropriation File Indicator</u> : + = Add (debit) - = Subtract (credit) 2-digit <u>Financial Field Posting Indicator</u> : 23 - Unremitted Abatments 24 - Unremitted Reimbs. 25 - Unremitted Revenue 26 - In-transit Abatements 27 - In-transit Reimbs. 28 - In-transit Rev ( <i>cont.</i> )	Receipt Source Title